

# Grading Window

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Tool Search: Grading Window

The Grading Window determines when scores can be posted to official student documents. Grades are posted for individual [Grading Tasks](#) and [Standards](#), which have assignments attached to them with scores entered for those assignments. This process moves grades from In-Progress to Posted. Teachers can enter scores at any time, but the posting of those grades is done during specific times, such as when progress reports are sent out or towards the end of terms. The Grading Window may be opened for an entire school, based on a selected task/term combination using the Grading Window.

Main				
	Q1	Q2	Q3	Q4
Activities				
Exam				
Final				
Mid Quarter	10/01 12:00 AM - 10/04 11:59 PM			
Mid-term	09/24 12:00 AM - 09/27 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM
Progress Report 1	09/17 12:00 AM - 09/20 11:59 PM			
Progress Report 2	10/01 12:00 AM - 10/04 11:59 PM			
Quarter				

Grading Window - Grading Tasks View

Main				
	Q1	Q2	Q3	Q4
DECISION MAKING/PERSONAL HEALTH	1 1 0	2 0	2 0	2 0
Applies a decision making process to health choices	09/24 12:00 AM - 09/27 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM
Understands basic health concepts	09/17 12:00 AM - 09/20 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM	10/01 12:00 AM - 10/04 11:59 PM

Grading Window - Standards View

When the [Standards Replacement Wizard](#) is used to update standards, any scheduled Grading Window that includes any selected standards that were updated in the replacement process are also updated.

Use the information in this article to schedule Grading Windows for schools to post student grades/scores at the end of terms.

To schedule a Grading Window for a specific student, a specific grade level, or specific teachers, courses and sections, follow the information in the [Grading Window Exceptions](#) article.

Check out the [Grading Window video](#) for more information!

See the [Grading Window Tool Rights](#) article to learn about rights needed to use this tool.

## Ad hoc Information for Grading Window

Grading Window information is not included in the Filter Designer. However, courses assigned grading tasks and standards are available in the Filter Designer. This information can be included in a report to see which courses may be missing grading tasks and standards.

Use the Course type and include fields in the Grading Task Credit and Standards folder.

## Required Course Setup

In order to post grades for courses:

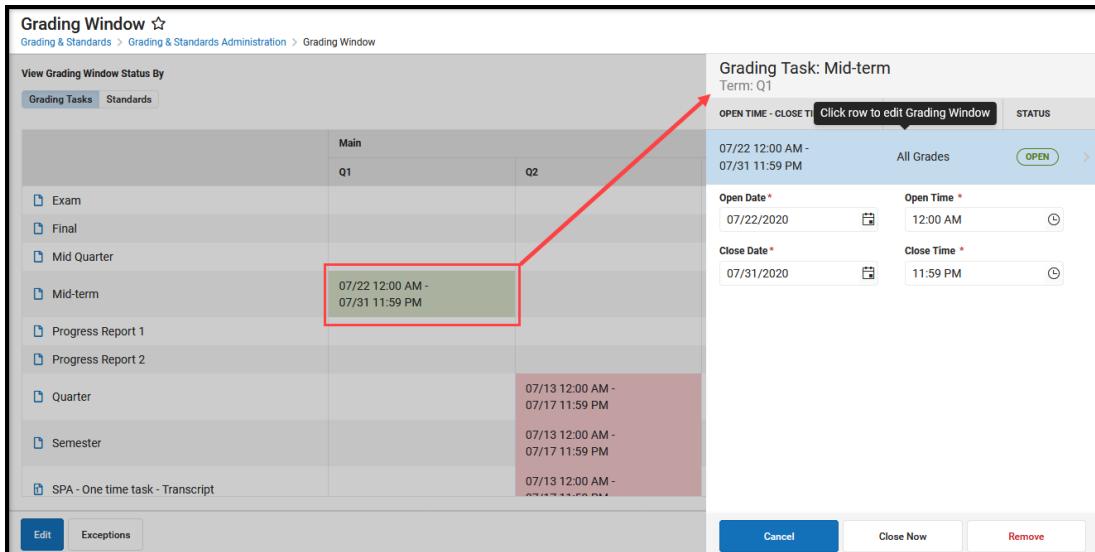
- Grading Tasks need to be created for the school.
- Standards need to be created for the school, and School Standards need to be marked in accordingly.
- Grading Tasks and Standards must be assigned to courses.
- The Term Mask for both Grading Tasks and Standards must be marked for the appropriate terms where that grading tasks and standards are to be graded.

## Options for Creating and Modifying Grading Windows

Grading Windows can be modified and created from the main view in three ways:

1. **Modify or View an Existing Grading Window** - Click the existing record from the main grid of the Grading Window. A side panel opens. Click the row to change the dates and times

of the Grading Window. From here, Grading Windows can be immediately closed (**Close Now**) or deleted (**Remove**). Modifications to closed Grading Windows from this side panel as well.



**Grading Window ☆**  
Grading & Standards > Grading & Standards Administration > Grading Window

**View Grading Window Status By**

**Grading Tasks** **Standards**

**Main**

	Q1	Q2
Exam		
Final		
Mid Quarter		
<b>Mid-term</b>	<b>07/22 12:00 AM - 07/31 11:59 PM</b>	
Progress Report 1		
Progress Report 2		
Quarter		07/13 12:00 AM - 07/17 11:59 PM
Semester		07/13 12:00 AM - 07/17 11:59 PM
SPA - One time task - Transcript		07/13 12:00 AM - 07/13 12:00 AM

**Grading Task: Mid-term**  
Term: Q1

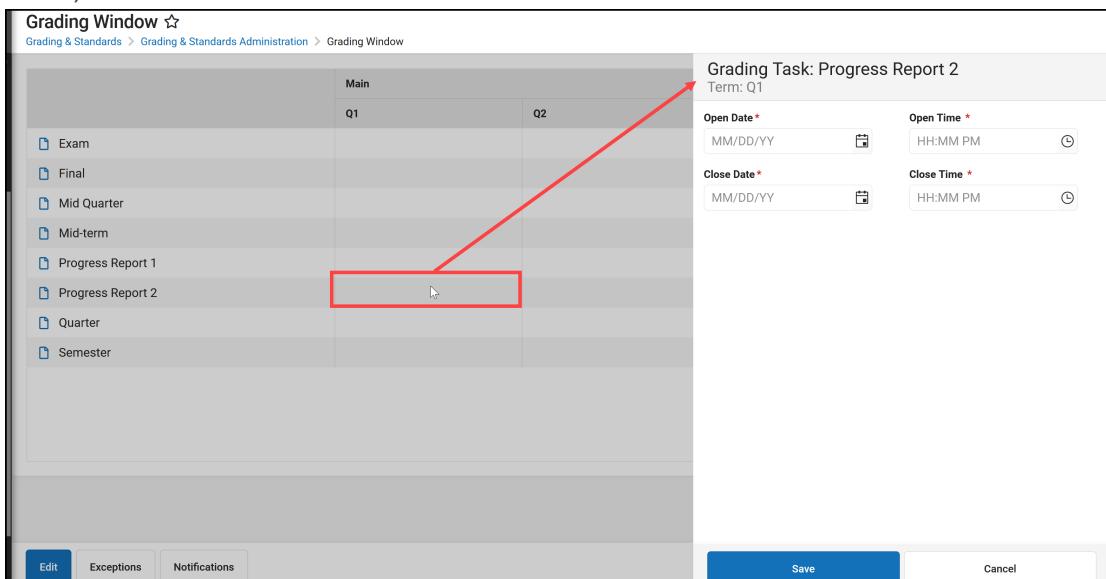
**OPEN TIME - CLOSE TIME** **Click row to edit Grading Window** **STATUS**

07/22 12:00 AM - 07/31 11:59 PM All Grades **OPEN**

**Open Date \*** 07/22/2020 **Open Time \*** 12:00 AM  
**Close Date \*** 07/31/2020 **Close Time \*** 11:59 PM

**Edit** **Exceptions** **Cancel** **Close Now** **Remove**

2. **Schedule a New Grading Window for a Single Task and Term by Clicking in an Empty Term Cell** - For a particular Grading Task or Standard, click the corresponding empty cell in line with the desired term. A side panel displays where the **Open Date and Time** and **Close Date and Time** can be populated and saved. Once saved, click the cell again to edit (described above) or click **Edit** to modify all grading windows for the calendar (described below).



**Grading Window ☆**  
Grading & Standards > Grading & Standards Administration > Grading Window

**Main**

	Q1	Q2
Exam		
Final		
Mid Quarter		
Mid-term		
Progress Report 1		
<b>Progress Report 2</b>		
Quarter		
Semester		

**Grading Task: Progress Report 2**  
Term: Q1

**Open Date \*** MM/DD/YY **Open Time \*** HH:MM PM  
**Close Date \*** MM/DD/YY **Close Time \*** HH:MM PM

**Edit** **Exceptions** **Notifications** **Save** **Cancel**

3. **Schedule a New Grading Window Using the Progress Tracker** - Click the **Edit** button. This displays a list of Grading Windows that already exist. To modify those Grading Windows, click that item in the list. To add a new Grading Window, click the **Add** button. At any time during the process, use the **Previous** button to move to the previous screen or the **Cancel** button to begin again; or, click the Progress Tracker checkboxes to return to that specific screen. Detailed steps for this option follow.

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

View Grading Window Status

Grading

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/17/20 11:59 PM	All Grades	3	2020-21 Emerson High

Exams  
Finals  
Mid Quarter  
Mid-term  
Progress Report 1  
Progress Report 2  
Quarter  
Semester  
One-time task - Transcript

Edit Exceptions

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/17/20 11:59 PM	All Grades	3	2020-21 Emerson High

CALENDAR

Select Terms  
Select Date & Time  
Select Grade Levels  
Select Grading Tasks/Standards

Calendars \*  
 1 Term  
 2 Terms  
 3 Terms  
 4 Terms  
 Select All

Terms \*  
 Q1  
 Q2  
 Q3  
 Q4

2020-21 - Abbott Elementary  
2020-21 Bryant Elementary  
2020-21 Calfee Middle  
2020-21 Dupont Middle  
 2020-21 Emerson High  
2020-21 Franklin High

Delete Cancel Next

## Schedule Grading Windows

[Calendars and Terms](#) | [Date and Time Selection](#) | [Grade Levels](#) | [Grading Tasks and Standards Selection](#)

Scheduling a Grading Window is a four step process that includes selecting the calendars and terms, choosing dates and times for the grading window, and selecting the desired grading tasks and standards.

To see more detailed information about a particular topic below, open the **Click here to expand** links.

A Year must be selected from the Campus toolbar in order to create Grading Windows.

A progress tracker displays on each screen so users can quickly tell where they are in the process. If there is an issue with one of the selections, an exclamation point displays (i.e. when there are no dates selected or when there are no grading tasks selected). These are indications to revisit that step in the process (click the exclamation point) to verify the entered information is correct.

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/17/20 11:59 PM	All Grades	3	2020-21 Emerson High
Q1	08/10/20 12:00 AM	08/14/20 11:59 PM	All Grades	1	2020-21 Franklin High Hig - Main
Q1	08/14/20 12:00 AM	08/14/20 11:59 PM	All Grades	1	2 Calendars
Q4	06/22/21 8:00 AM	06/25/21 8:59 PM	05, 06, 07, 08, 09	12	2020-21 Emerson High

Select Terms
 Select Date & Time
 Select Grade Levels
 Select Grading Tasks/Standards

Set Grading Window Dates Via \*

Date Range | Term End Date

July 2020							TODAY
Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	3
					4	5	6
					12	13	14
					15	16	17
					18	19	20
					21	22	23
					24	25	26
					27	28	29
					30	31	

### Grading Window Progress Tracker

When editing or adding grading windows, the left side shows a live update to the grading window as long as calendars, terms and dates have been added.

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q1	10/19/20 8:00 AM	10/31/20 11:59 PM	All Grades	5	2 Calendars
Q1	02/01/21 12:00 AM	02/05/21 12:00 AM	All Grades	2	2020-21 SPA High School
Q2	02/01/21 12:00 AM	02/05/21 12:00 AM		4	2020-21 SPA High School
Q1	03/02/21 12:00 AM	03/02/21 11:59 PM	All Grades	18	2 Calendars
Q2	03/02/21 12:00 AM	03/02/21 11:59 PM	All Grades	18	2 Calendars
Q3	03/02/21 12:00 AM	03/02/21 11:59 PM	All Grades	18	2 Calendars
Q1	04/04/21 12:00 AM	04/30/21 11:59 PM	All Grades	17	2020-21 Middle School

Select Terms
 Select Date & Time
 Select Grade Levels
 Select Grading Tasks/Standards

08  
09  
10  
11  
12  
13  
12+  
AAP  
core  
EC  
HK  
KA

[Previous](#) [Cancel](#) [Next](#)

### Live Updates to Grade Levels, Grading Tasks

When adding or editing a Grading Window using the Progress Tracker, grading windows that have identical terms, open/close dates and times, and grade levels, the Grading Windows are merged in the table to the left. A pop-up message displays when this happens and the record must be saved.

## Calendars and Terms

Calendars are grouped by term structure, like Semesters, Quarters, etc. When a Term radio button is selected (1 Term, 2 Terms, etc.), calendars that have one term or two terms display for selection.

Grading Windows can only be created for calendars with like term structures at one time. This means a Grading Window for a calendar with Trimesters and a calendar with Quarters cannot be created together.

▶ [Click here to expand...](#)

Calendars\*

- 1 Term
- 2 Terms
- 3 Terms
- 4 Terms

Select All

- 2020-21 - Abbott Elementary
- 2020-21 Bryant Elementary
- 2020-21 Colfax Middle
- 2020-21 Dupont Middle
- 2020-21 Emerson High
- 2020-21 Franklin High

Terms\*

- Q1
- Q2
- Q3
- Q4

**Delete** **Cancel** **Next**

Calendar and Term Selection

If a calendar has more than one Term or Schedule structure, that calendar appears multiple times with added criteria. For example, if Emerson High School had two schedule structures - one called Main and one called Alternate - Emerson High is listed as *Emerson High School - Main* and *Emerson High School - Alternate*. If Emerson High - Alternate had many term structures, it would be listed in each category, such as *Emerson High School - Alternate - Trimesters* and *Emerson High School - Alternate - Quarters*.

To select all calendars, click the **Select All** button below the Terms heading (and **Deselect All** to remove the selection).

Once a calendar is selected, **Terms** for that calendar are enabled and can also be selected. The Grading Window can be set for any combination of terms, meaning the first and third terms can be turned on, or just the first term, or just the third term. Note that the term numbers displayed are the order assigned to the term, and not necessarily the name of the term. This means that a term

structure of Q1 (order 1), Q2 (order 3), Q3 (order 5) and Q4 (order 7), the terms display as 1, 2, 3 and 4.

All calendars to which the user is assigned modify rights are listed. At least one calendar and one term must be selected.

## Step 1. Calendar and Term Selection

1. Choose the desired Calendars by locating them in the list. Calendars are organized by the number of terms associated with the calendars.
2. Mark the checkbox next to the calendar name. More than one calendar can be selected at a time.
3. Select the desired **Terms** for the calendars.
4. Click the **Next** button to select the dates and times of the Grading Window.

## Date and Time Selection

Selecting a date and time for the grading window can be done by choosing the dates from a calendar view or by using the term end dates.

► [Click here to expand...](#)

Entering information in the Date Range view and then switching to the Term End Date view removes any selected dates in the Date Range view, and vice versa.

The Date Range format creates a **single** Grading Window for all terms selected in a calendar. The Term End Date format creates **multiple** Grading Windows, one for each term selected. For example, if term 1 and 3 are selected, choosing the Date Range option allows grades with the term mask of 1 and 3 to be open for grading during one date range; choosing the Term End Date option opens the grading window for two days after the term for four days on different dates.

Dates are required when scheduling a grading window.

### Date Range

The **Date Range** option shows two months of a year, the current month with the current day highlighted in blue and the next month. Arrows allow scrolling to previous months and future months. Click the **TODAY** option in the upper right side to display the current date as a selected date.

An alert displays to let users know the dates are outside of the calendar dates, but users are not prevented from creating grading windows outside of the calendar dates.

- The Open Date cannot be before the Start Date of the selected Calendar. If more than one calendar is selected, the earliest calendar start date is used to validate the Open Date of the Grading Window.
- The Close Date cannot be more than 90 days after the End Date of the selected Calendar. If more than one calendar is selected, the latest calendar end date is used to validate the Close Date of the Grading Window.

Dates are selected by clicking a specific date in the calendar, by typing a date in date fields, or by clicking the calendar icon in the date fields. Click the calendar itself to easily jump to a specific month. Times default to midnight (12:00AM) on the entered open date through 11:59pm on the entered close date, and can only be entered in standard AM/PM format.

The screenshot shows a 'Date Range Selection' interface. At the top, there are four green circular buttons with checkmarks, each labeled: 'Select Terms', 'Select Date & Time', 'Select Grade Levels', and 'Select Grading Tasks/Standards'. Below this, a section titled 'Set Grading Window Dates Via \*' has two buttons: 'Date Range' (highlighted in blue) and 'Term End Date'. The main area is a calendar for July 2020, with the current date 'TODAY' highlighted in blue. The calendar grid shows the following dates:

	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	
<	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Below the calendar, there are two sets of date and time input fields:

- Open Date and Time:** 07/27/2020 at 12:00 AM
- Close Date and Time:** 07/31/2020 at 11:59 PM

At the bottom of the interface are buttons for 'Previous', 'Save' (highlighted in blue), 'Cancel', and 'Next'.

*Date Range Selection*

## Term End Date

The Term End Date option allows users to choose how many days before or after the term's end date that a grading window is open, grouped by term end dates, starting at a certain time, and for how many days, and closing at a certain time. A list of the calendars chosen in Step 1 display, with the end date of the term.

The entered date applies to EACH term included in the Grading Window.

Only numeric values, including zero (0), can be entered in the Open and Duration fields. Times are entered in standard AM/PM format.

In this example, the grading window is open two days after the term end date beginning at 6:30 am for four days, closing at 8:00 pm. Notice that the Term information from the calendar updates with that information. This calendar's Term 1 end date is August 16. With the entered information, the grading window opens on August 18 at 6:30am and closes on August 22 at 8pm.

Set Grading Window Dates Via \*

Date Range Term End Date

Open  days Before term end date at  🕒

For a duration of  days, closing at  🕒

Previous Cancel Next

Term End Dates

## Step 2. Select Date and Time

Set the grading window dates using either the Date Range or the Term End Date option.

### Set Grading Window Dates via Date Range

1. Select the **Date Range** option in the **Set Grading Window Dates Via** field.
2. Choose the date the grading window opens by selecting that date from the calendar view.
3. Choose the date the grading window closes by selecting that date from the calendar view.  
The open date must be before the close date.
4. The selected dates populate in the **Open Date and Time** and **Close Date and Time** fields.  
Modify the times as needed.
5. Click **Next** to select the Grading Tasks and/or Standards.

The By Term Date fields are the only fields that do not populate for the record.

### Set Grading Window Date via Term End Date

1. Select the **Term End Date** option in the **Set Grading Window Dates Via** field.
2. Enter the value of days before or after the term date for when the grading window **Opens**, or use the arrows on the field to change the number higher or lower than what was entered.
3. Determine if the entered Open value is days **Before** or **After**, and change the selection accordingly.
4. Enter the **Time** for the grading window to open by entering the time in standard AM/PM format or choosing the clock icon.
5. Enter the number of days the grading window is open in the **For a duration of** field.
6. Enter the **Time** for the grading window to close by entering the time in standard AM/PM format or choosing the clock icon.

7. Click **Next** to select the Grade Levels.

## Grade Levels

At least one grade level needs to be associated with the Grading Window.

► [Click here to expand...](#)

Choose either **All Grade Levels** or **Specific Grade Levels**. The complete list of grade levels used in the district is available for selection. Individual grade levels cannot be marked when the All Grade Levels option is selected.

Grade Levels

All Grade Levels

Specific Grade Levels

00

01

02

03

04

05

06

07

08

no

Previous   Cancel   Next

Grade Level Selection

When specific grade levels are selected, they are included in the summary of the Grading Window display on the main grid.

Main	Q1	Q2	Q3	Q4
				06/22 08:00 AM - 06/25 08:59 PM Grade Levels: 05, 06, 07, 08, 09
				06/22 08:00 AM - 06/25 08:59 PM Grade Levels: 05, 06, 07, 08, 09
				06/22 08:00 AM - 06/25 08:59 PM Grade Levels: 05, 06, 07, 08, 09
	07/22 12:00 AM - 07/31 11:59 PM			06/22 08:00 AM - 06/25 08:59 PM Grade Levels: 05, 06, 07, 08, 09
				06/22 08:00 AM - 06/25 08:59 PM Grade Levels: 05, 06, 07, 08, 09

*Specific Grade Level Selection*

### Step 3. Select Grade Levels

Choose the desired Grade Levels by selecting the **All Grade Levels** or the **Specific Grade Levels** button. When choosing specific grade levels, at least one grade level needs to be selected.

Click **Next** to select the Grading Tasks or Standards.

## Grading Tasks and Standards Selection

At least one grading task or at least one standard are required when scheduling a grading window. If there are no grading tasks or standards associated with the selected terms, a statement indicating this displays on the Select Grading Tasks and Select Standards screens.

► [Click here to expand...](#)

All grading tasks associated to a course and have the Term Mask checkbox marked that match the terms selected when choosing calendars/terms are listed. For ease in selecting grading tasks and viewing them, use the **Select All/Deselect All** button and the **Expand All/Collapse All** button. To locate a specific grading task or standard, enter the name of the task in the **Search Grading Tasks** or **Search Standards** field.

Search Grading Tasks / Standards  
Minimum three characters required

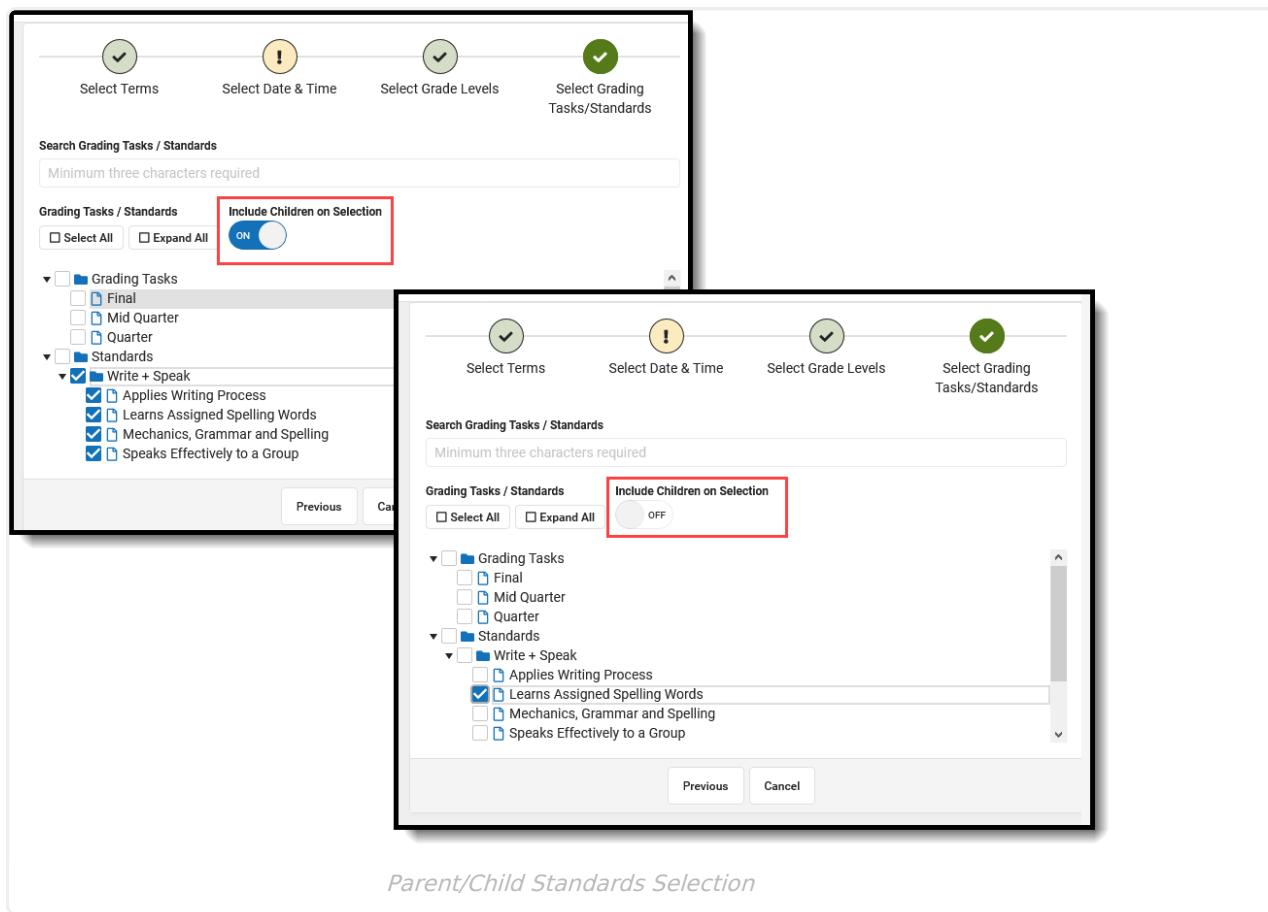
Grading Tasks / Standards      Include Children on Selection  
 Select All     Expand All    **ON**

▼  Grading Tasks  
 Exam  
 Final  
 Mid Quarter  
 Mid-term  
 Progress Report 1  
 Progress Report 2  
 Quarter  
 Semester  
 SPA - One time task - Transcript

Previous    Delete    Cancel

*Grading Tasks and Standards Selection*

When the **Include Children on Selection** (shown here with Standards) is set to On, marking the Standard group name (the parent standard) - Decision Making/Personal Health - selects all of the child standards associated with that standard group. When that option is set to Off, the parent standard can be selected to be posted without the automatic selection of children, or the children can be posted without the parent.



Parent/Child Standards Selection

## Grading Tasks and Standards Icons

-  Grading Task Standard
-  One-Time Grading Task One-Time Standard
-  Archived One-Time Grading Task Archived One-Time Standard
-  Archived Grading Task Archived Standard
-  Standard Group
-  Archived Standard Group

## Step 4. Select Grading Tasks and Standards

Mark the desired Grading Tasks and Standards to be scored in the grading window. Use the **Select All** button to mark all available grading tasks. Use the **Expand All** button to open all Standards Groups to show all parents/children standards. Enter search criteria for the grading task in the **Search Grading Tasks/Standards** field.

- If the **Include Children on Selection** is set to **On**, select the checkbox by the parent standard to mark the parent and all children; or, click the name of the parent standard to mark the parent and all children.
- Remove selections for individual standards as needed.
- If the **Include Children on Selection** is set to **Off**, parent standards and child standards need to be marked individually.

Click **Save** when finished. The new Grading Window is listed in the table of existing Grading Windows to the left.

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/17/20 11:59 PM	All Grades	3	2020-21 Emerson High
Q1	07/22/20 12:00 AM	07/31/20 11:59 PM	All Grades	1	2020-21 Emerson High

Select Terms    Select Date & Time    Select Grade Levels    Select Grading Tasks/Standards

Search Grading Tasks / Standards  
Minimum three characters required

Grading Tasks / Standards    Include Children on Selection  
 Select All     Expand All    **ON**

Mid Quarter  
 Mid-term  
 Progress Report 1  
 Progress Report 2

New Grading Window Added

## Manage Grading Windows

### View Grading Windows by Grading Tasks or Standards

Scheduled Grading Windows display on the main view of the grading window, and can be viewed by **Grading Tasks** (default view) or by **Standards** by changing the selection of **View Grading Window Status By**. This view displays for the calendar selected in the Campus toolbar. If that calendar only uses Standards, the Standards view displays, and vice versa.

► [Click here to expand...](#)

The **Grading Task** view lists the grading tasks associated with the school in the Campus toolbar and the dates of the grading window for each term. In the example below, grading windows have been scheduled for the Final, Quarter and Semester grading tasks. These display in blue, indicating the dates are in the future.

Grading tasks are only listed in the grid if they are associated to a course in the selected calendar, or previously had a grading window record for the year chosen (for archived tasks; no longer associated but once had a grading window).

Main			
	Q1	Q2	Q3
 Final	10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM	
 Mid Quarter			
 Quarter	10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM	
 Semester		01/15 12:00 AM - 01/22 11:59 PM	

### *View Scheduled Grading Windows by Grading Tasks*

The **Standards** view is organized by the Standards Group Name and lists the standards the school has chosen to score for that calendar. Using the Standards Legend as a guide, it is easy to see which standards for a particular term still need to be scheduled, have been scheduled, are currently open for grading, and any remaining standards that are not assigned to a grading window.

- When the most current time slot is in the past (prior to the current date), a count displays in the first column for Closed and is in red text.
- When the time slot is currently open and today falls within the grading window range, a count displays in the second column for Open and is in green text.
- When the time slot is in the future (after the current date), a count displays in the third column for Future Scheduled and is in blue text.
- When there is a task/term combination without any grading window time slots, a count displays in the fourth column for Remaining and is in black text.

View Grading Window Status By		Standard Groups		Legend											
Grading Tasks		Standards		<input type="checkbox"/> Expand All <span style="margin-left: 20px;">  Closed            Open            Future Scheduled            Remaining           </span>											
<b>Main</b>															
<b>Q1</b>				<b>Q2</b>											
Write + Speak	Applies Writing Process	10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM	Learns Assigned Spelling Words	10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM	Mechanics, Grammar and Spelling	10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM	Speaks Effectively to a Group	10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM	Write with Organization and Style	10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
WRITING IN ENGLISH	MATH CONCEPTS AND APPLICATIONS	3	3	1	3	1	3								

### *View Scheduled Grading Windows by Standards*

In the example above, the five standards in the Write + Speak Standards Group are included in a

Grading Window that opens at the end of October. Notice the **Future Scheduled** value has a total of 5, and the **Remaining** value is zero (0). The Writing in English Standards Group does not have any standards selected for grading, and the **Remaining** value is 3 (the number of standards in that group).

In the following example, standards have been scheduled for the Writing in English Standards Group and the Math Concepts and Applications Standards Group. Notice that the *Uses standards mechanics* standard has a grading window in green, indicating it is currently open, and the *Uses proper grammar* standard is in red, meaning the window for that standard is in the past. The total for this standards group lists one in the Closed column, one in the green column, and one in remaining column, as there is one more standard in the group that needs to be scheduled.

View Grading Window Status By Standard Groups

Grading Tasks Standards Expand All

Legend

● Closed ● Open ● Future Scheduled ○ Remaining

		Main								
		Q1				Q2				
		<span style="color: red;">●</span>	<span style="color: green;">●</span>	<span style="color: blue;">●</span>	<span style="color: orange;">○</span>	<span style="color: red;">●</span>	<span style="color: green;">●</span>	<span style="color: blue;">●</span>	<span style="color: orange;">○</span>	
WRITING IN ENGLISH		<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">1</span>	
	Uses standard mechanics, spelling, and grammar in writing (English)	09/27 12:00 AM - 10/01 11:59 PM								
	Uses proper grammar (English)	09/09 12:00 AM - 09/13 11:59 PM								
	Learns and applies assigned spelling words (English)									
MATH CONCEPTS AND APPLICATIONS		<span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">2</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px;">1</span>	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">3</span>	
	Computes accurately									
	Computes using addition	10/30 12:00 AM - 11/06 11:59 PM				01/15 12:00 AM - 01/22 11:59 PM				
	Computes using subtraction	09/27 12:00 AM - 10/01 11:59 PM								
	Knows basic facts	09/27 12:00 AM - 10/01 11:59 PM								

Schedule ▼

*Additional Standards View Scheduled in the Past and Currently Open*

Future scheduled icons display if there is an additional Grading Window scheduled but is not represented on the main grid. In the example below, one grading window is currently open and two additional grading windows exist that are also scheduled for the same term/task combination.

Grading Window

View Grading Window Status By

Grading Tasks Standards

Main			
	S1	S2	Q1
Activities	08/03 12:00 AM - 08/07 11:59 PM	07/03 12:00 AM - 08/07 11:59 PM	02/01 12:00 AM - 04/01 12:00 AM
Exam			02/01 12:00 AM - 04/01 12:00 AM
Final			02/01 12:00 AM - 04/01 12:00 AM
Mid Quarter			02/01 12:00 AM - 04/01 12:00 AM
Mid-term			02/01 12:00 AM - 04/01 12:00 AM
Progress Report 1			02/01 12:00 AM - 04/01 12:00 AM
Progress Report 2			02/01 12:00 AM -

[Edit](#) [Exceptions](#)

Grading Task: Activities

Term: S2

OPEN TIME - CLOSE TIME	GRADE LEVELS	STATUS
07/03 12:00 AM - 08/07 11:59 PM	All Grades	<span>OPEN</span>
08/10 12:00 AM - 08/14 11:59 PM	All Grades	<span>SCHEDULED</span>
08/17 12:00 AM - 08/21 11:59 PM	All Grades	<span>SCHEDULED</span>

[Cancel](#)

Future Scheduled Grading Window

When there is more than one Grading Window currently open, the main grid displays a second row for that Grading Window. There may be different open/close dates or times, but both can be seen from the main grid.

### Grading Window

View Grading Window Status By

Grading Tasks Standards

	Main		
	S1	S2	Q1
Activities	07/03 12:00 AM - 08/07 11:59 PM  07/20 12:00 AM - 07/30 11:59 PM Grade Levels: 12	07/03 12:00 AM - 08/07 11:59 PM 2	02 04
Exam			02 04
Final			02 04
Mid Quarter			02 04
Mid-term			02 04

**Edit** **Exceptions**

Multiple Rows for Grading Window Term

## Change Dates of Grading Windows

To change the dates of already scheduled grading windows, use the **Edit** option to see a list of existing Grading Windows. Make the necessary changes and click the **Save** button to apply the new selections.

## Delete Grading Windows

To delete a Grading Window, use the **Edit** option to see a list of existing Grading Windows. Choose which Grading Window to delete from the list of existing Grading Windows. Click the **Delete** button to completely remove the Grading Window. Deleting a grading window does not show if there are unsaved edits in the Progress Tracker.

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/17/20 11:59 PM	All Grades	3	2020-21 Emerson High
Q1	07/22/20 12:00 AM	07/31/20 11:59 PM	All Grades	1	2020-21

Select Terms    Select Date & Time    Select Grade Levels    Select Grading Tasks/Standards

Calendars \*

Terms \*

Q1  
 Q2  
 Q3  
 Q4

Confirm Delete

The Grading Window will be permanently deleted. Are you sure you want to delete this Grading Window?

2020-21 Coffey  
 2020-21 Colfax Middle  
 2020-21 Dupont Middle  
 2020-21 Emerson High  
 2020-21 Franklin High

Delete Grading Window